

How To Guide: Employees

This guide will show you the step-by-step process from logging into your account to accessing your final exam. Good luck with the course and exam!

If you have any questions, use the contact us tab on the portal or email info@traincan.com.

Requesting Training

1. Go to <https://ob.traincancampus.com/> and click the Order Training Tab.
2. Select O&B.
3. Complete the request form and click “Request Accounts”.

The image is a composite of three screenshots from the TrainCan Campus website, illustrating the steps to request training. A large red number '1' is overlaid on the first screenshot, a red number '2' on the second, and a red number '3' on the third.

Step 1: The screenshot shows the website's header with the logo for Oliver & Bonacini (O&B) and TrainCan Campus Online Education Centre. A navigation menu includes 'Home', 'Available Courses', 'Order Training', 'Webcam Help Center', 'Contact Us', and 'FAQs'. The 'Order Training' link is circled in red.

Step 2: This screenshot shows a registration selection screen with the heading 'Please choose your registration type below:'. There are two options: 'O & B' (with a house icon) and 'Partners' (with a group of people icon). The 'O & B' option is circled in red.

Step 3: This screenshot shows a form titled 'To request a program please complete the form below.' with a note '* - Indicates a required field'. The form includes a table for course selection:

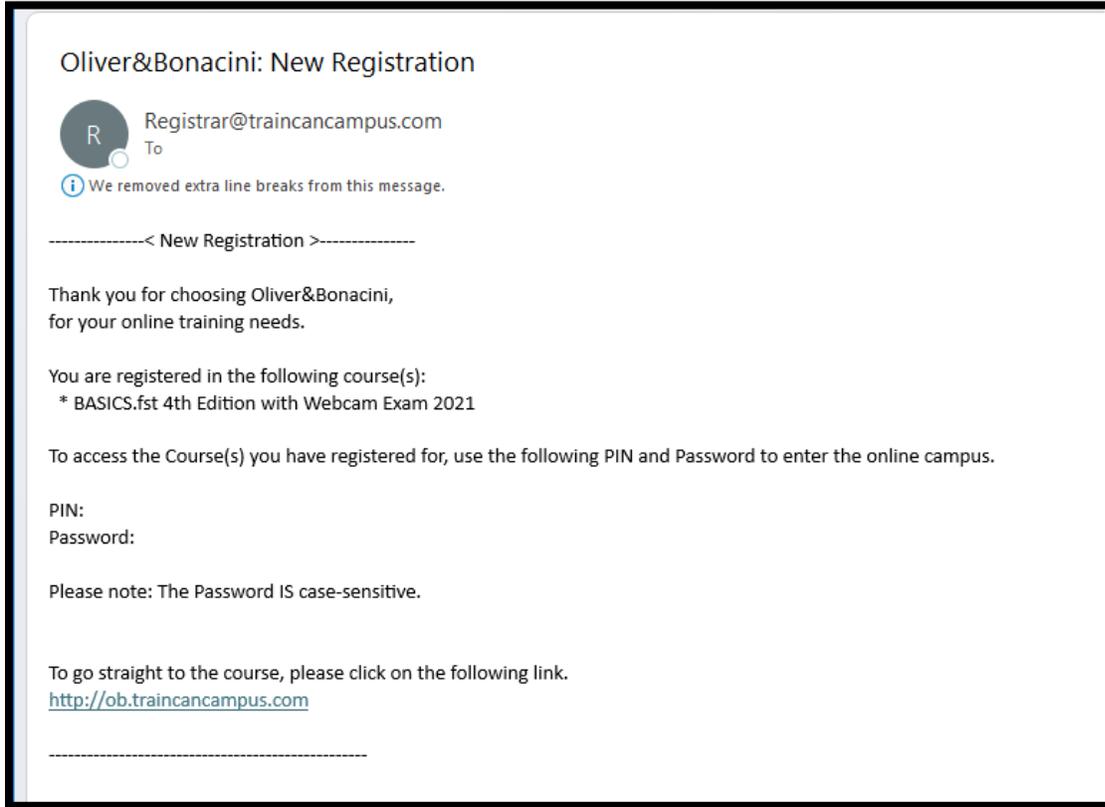
Qty	Course
0	BASICS.fst 4th Edition with Webcam Exam 2021
0	ADVANCED.fst 4th Edition with Webcam Exam 2021

Below the table is a 'Personal Information' section with fields for 'Location' (a dropdown menu), 'Name *' (split into 'firstname' and 'lastname' fields), 'Phone *', and 'EMail *'. A 'Request Accounts' button is located at the bottom of the form.

How to Login

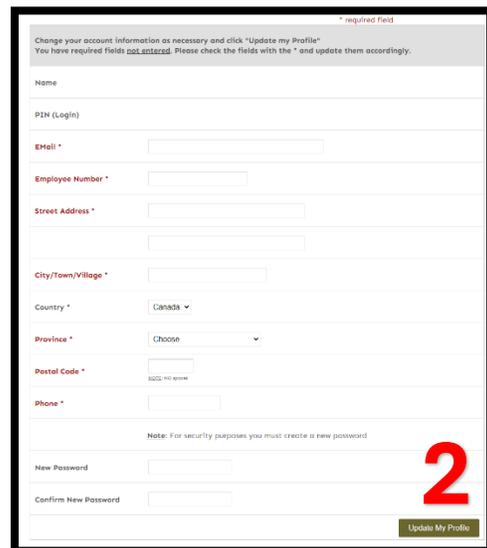
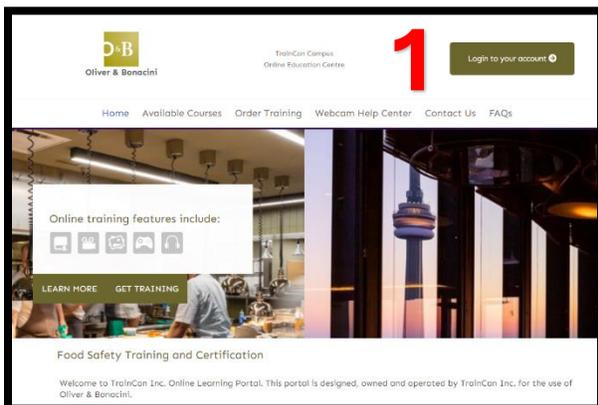
After requesting training, your request will be sent to O&B. You will then either be sent an email with an “approve” or “declined” status.

In the approval email, you will receive your 8 digit pin number and password.



Steps to login

1. Go to <https://ob.traincancampus.com/> and enter the pin/password from the email.
2. Complete your profile.



Accessing The Course

Once logged in, you will see the below dashboard. Click the “Enter Course” button to begin the training. You can log in and out of the course as need to complete it at your own pace.

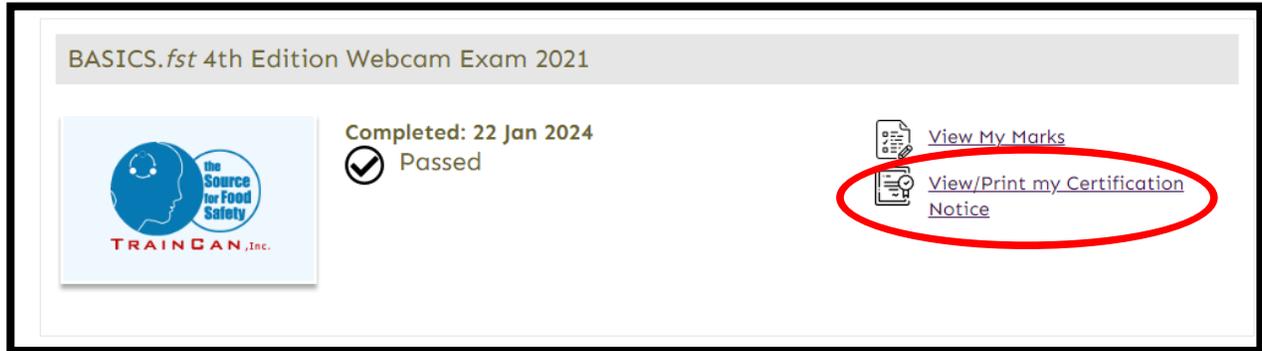
The screenshot shows the user interface of the course dashboard. At the top left is the logo for Oliver & Bonacini. In the center, it says 'TrainCan Campus Online Education Centre'. On the right, it says 'Welcome, Logout' and '| My Profile |'. Below this is a navigation bar with links: 'My Courses', 'Available Courses', 'Order Training', 'Webcam Help Center', 'Contact Us', and 'FAQs'. The main section is titled 'My Courses' and features a course card for 'BASICS.fst 4th Edition with Webcam Exam 2021'. The course card includes a thumbnail image, the text 'Course Status: Not Started', and a prominent 'Enter Course' button circled in red. To the right of the button are two links: 'View/Print Course Outline' and 'View My Marks', each with a PDF icon.

The final chapter of the course will prepare you for the webcam exam by providing you information about the rules and process. You will then be able to click TAKE EXAM NOW or TAKE EXAM LATER. If you click take exam now, the exam will begin immediately. If you click take exam later, you will exit the course and the take exam now button will appear in your account for you to do the exam later – see below.

The screenshot shows the user interface of the course dashboard after completion. At the top left, it says 'Completed: 17 Jan 2024'. Below this is a 'Review Course Material' button. To the right are two links: 'View/Print Course Outline' and 'View My Marks', each with a PDF icon. A prominent 'Take Exam Now' button is circled in red.

Where is my Certificate?

After you pass the final exam, the auditor must review the session. Your status will remain as “pending” until this is completed. Once approved by the auditor, you will receive an email and you can log in to retrieve your certificate.



After you pass and the session is approved, the exam will appear like the above screenshot.

Good luck with the course and Exam!

Email info@traincan.com with any questions.